



Administrative Office of Courts NEWSLETTER



Westlaw user tips for September 2008

"Customizable Westlaw"

TIP NO. 1: Organizing Your Westlaw Tabs:

With new Customizable Westlaw, you can have up to 50 tabs on your Westlaw page at any given time. You can also organize the tabs in the order that best suits your research needs.

To put your Tabs in the order of your choice, simply click on a given tab, then drag and drop it to the new location.

TIP NO. 2: Organizing the Content on Your Jurisdictional Westlaw Tabs:

In addition to organizing your Westlaw tabs in the manner that best suits your research needs, you can also organize the content on your jurisdictional tabs (i.e. the California tab) with the same drag and drop functionality.

Moving Buckets of Material

- On your California tab, select a content section (i.e. "Cases"), then drag and drop it to the location on the tab where you want it to appear.
- You can also drag and drop the sections on the left panel of your jurisdictional tabs (i.e. "Find by Citation" or "Tables of Contents" to put these tools in the order that best suits your research needs.

Hiding/Removing Buckets of Material

- Each content bucket has a "▲" in its upper right corner. To hide a content bucket, click on the "▲". To later show the content bucket, click on the "▼" again.
- To permanently remove a content bucket click on the "X" to the right of the "▲".

TIP NO. 3: Adding an Individual Database to Your Jurisdictional Westlaw Tab:

- On your California tab, each content bucket (i.e. "Cases") has an edit link. Click "Edit";
- In the "Add Database" box, type the database identifier for the database that you want to add (i.e. CTA9).
- Click on "Add". Your database will then be added to that content bucket.



For more information
on Westlaw please
contact Myra Sabel
at the Law Library.
334-229-0580

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Technology Tip...

How to Remove Windows feature to Remember Passwords...

Internet Explorer has a feature that allows users who login to Web-based applications to select to have Windows remember their user ID information. This feature auto fills their credentials for them on the next login attempt.

AOC does not recommend that you engage this feature for Security Reasons. If this feature has been engaged we recommend that you perform the following steps to Clear this function.

- Open a web browser and select **Tools** from the menu bar
- Select **Internet Options**
- Click the **Content** tab
- Click on **AutoComplete** button
- Click on **Clear Passwords**

The next time you attempt to login to any Web-based application, Windows will again pop up a message box that says, "Do you want Windows to Remember Passwords?". Please Select NO.

Thank you,

Court Services and IT
1-866-954-9411 Option 1, Option 1
pchelp@alacourt.gov

Network Security—Email Attachments

We sincerely appreciate your cooperation in taking precautions against opening email attachments from emails you are not expecting and from parties that you do not know. **Best Practice:** DO NOT open these attachments from within your email program (Outlook). Please remember to save attachments to your computer and run a virus scan on that particular attachment before opening it. After saving the attachment to your My Documents folder or Desktop, browse to the file and right click on the unopened file. Left click on the 'Scan for Viruses...' option.

Please be aware of an email virus currently circulating, "UPS/FedEx Delivery Failure". This email advises you that your package could not be shipped and instructs you to print a Waybill or invoice to pick up the package. The word 'Packet' is misspelled in the subject line as: 'Paket'. The message includes a file attachment, 'ups_invoice.zip', which actually harbors a malicious executable file called 'ups_invoice.exe'. The attachment displays a Microsoft Word icon designed to tempt the user into thinking the file is safe. UPS and FedEx have stated that they may send notification emails but they rarely send attachments. Your cooperation & support is greatly appreciated.

